



## **PROVIDER REIMBURSEMENT & CLAIMS DATA ANALYST (MEDICAL PROGRAM SPECIALIST 1)**

\$3628 - 4643 per month (range 55)

**OPENS:** December 21, 2006

**CLOSES:** Open until filled (first screening begins January 26, 2007)

**LOCATION:** There is one opening in Downtown Seattle with the Uniform Medical Plan, a program of the Washington State Health Care Authority. This is a permanent, full-time, overtime-exempt position that is not covered by a union bargaining agreement.

**DUTIES:** Conducts policy research, data analysis and project work concerning Uniform Medical Plan reimbursement of health care providers and related health care cost containment initiatives. Uses the claims data warehouse to analyze costs and utilization of medical services, and to support rate development, provider network management, and clinical initiatives. Analyzes health care claims data and utilization patterns, develops options, and models alternatives. Implements procedures to monitor claims payments for accuracy and consistency based on contracted rates and policies, including use of screening tools to identify/prevent inappropriate billing. Works with the plan's Third Party Administrator to implement new payment systems and updates to existing systems; and to resolve errors and other issues related to claims processing and provider payments. Participates in committees to coordinate reimbursement policies of various state health care programs. Prepares rate schedules, billing manuals, provider newsletter articles, and other provider communications. Consults with providers and provider organizations on reimbursement policies, and troubleshoots issues or handles provider inquiries as needed.

### **REQUIREMENTS:**

- **Education and/or experience:** One year of graduate study in Public Health, Health Administration, Economics or closely related field **OR** two or more years of experience related to health care financing and analysis
- **Database skills:** Ability to extract data, perform ad-hoc queries using the claims data warehouse and a variety of database programs (ACCESS and other)
- **Quantitative/Analytical Skills:** One or more years experience performing complex data analysis using large data bases
- **Written communication:** Ability to write clear, concise reports, correspondence, articles, instructions, etc., including translating technical information into lay terms
- **Verbal communication:** Ability to clearly communicate verbally, including translating technical information into lay terms
- **Provider relations/customer service:** Ability to respond to providers, enrollees, and staff in a timely, courteous and professional manner
- Ability to **work independently and as a team**
- **Spreadsheet software:** Experienced in using spreadsheet software such as EXCEL; able to construct data models for analyzing costs, and generate graphs and other presentation materials
- **Attention to detail:** Ability to compare data and recognize problematic data
- **Time management:** Ability to meet deadlines while managing multiple priorities

### **DESIRED QUALIFICATIONS:**

- **Project management:** Ability to identify stakeholders, set timelines, estimate resources, and meet deadlines
- **Presentation skills:** Experience presenting to groups
- **Health care billing and claims:** Understanding of standard insurance coding, billing requirements, and payment methods

### **THE IDEAL CANDIDATE MUST ALSO HAVE A WILLINGNESS TO:**

- Attend work on regular basis at worksite
- Work occasional evening meetings and travel within the state
- Remain at a workstation and use a computer most of the day

### **APPLICATION PROCEDURE:**

**Interested candidates may apply by submitting the following packet of information:**

1. A letter of interest with a detailed description of your experience, including, dates, and length of experience in each of the areas listed in the REQUIREMENTS and DESIRED QUALIFICATIONS sections;
2. A completed Washington State Application Form including names of employers, dates of employment, duties performed, and degree(s) attained. Go to: <http://www.dop.wa.gov/Resources/Forms/>
3. A list of a minimum of three employment references, two supervisors and one peer ;
4. The reference authorization form. Please hand sign and fax, or send scanned form via email.

Mailing Address	Email Address and Fax	Contact Information
Health Care Authority Human Resources Office PO Box 42698 Olympia, WA 98504-2698	<a href="mailto:hrrmb@hca.wa.gov">hrrmb@hca.wa.gov</a> <b>Please use: <u>Provider Reimbursement &amp; Claims Data Analyst</u></b> in the subject line Fax: (360) 923-2604	Patti Scherer-Abear (360) 923-2734  TTY: (360) 923-2703

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## **REFERENCE AUTHORIZATION FORM**

To Whom It May Concern:

I, \_\_\_\_\_, authorize the Health Care Authority to contact my current and/or previous employers and anyone else appropriate in establishing my qualifications for the purposes of verification and reference. I knowingly and voluntarily release the State of Washington Health Care Authority, its individual employees, and all my former or present employers and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the department's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the department requests. This authorization includes review of state employee personnel files.

Date \_\_\_\_\_ Printed name of applicant \_\_\_\_\_

Applicant's signature \_\_\_\_\_

**NOTE:** A photocopy of this information shall be as valid as the original.

The Health Care Authority vigorously pursues diversity in the workforce. Women, racial and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons of disability needing assistance in the application process may call the Health Care Authority Human Resources Office at (360) 923-2819 or TTY (360) 923-2703. Applicants needing this announcement in an alternate format should contact our ADA Coordinator at (360) 923-2805 or TTY (360) 923-2701.